



NC E-Procurement Upgrade Go-Live Postcard #5

Community College Edition

“What’s New” Training Webinar Registration Open The “What’s New” Training Webinar for community college and school system users will be held on Thursday, June 14, 2012, from 9:00 – 11:00 AM. Registration is available online. We encourage you to attend with other users in your office to learn together. If you attend as a group, only one person is needed to register. The webinar will be recorded for future viewing if you are not able to attend at that time.

Training Options If you’d like to explore the upgraded system before the webinar, there are several options for you. For detailed instructions about the most common processes, view the newly updated job aids on the [Upgrade Job Aids](#) web page. We will be opening up a **training web site** to community college and school system users next week, giving you an opportunity for hands-on access. We will also be releasing **web-based training courses** in early June that provide training on general system functionality, not just the new features. You’ll be able to access these courses at your own pace and schedule.

Login Page: NCID and New Logo When you access the upgraded NC E-Procurement login page, you will notice two changes right away: the NCID login field and the new logo. You **must have an NCID in order to access the system**, and you will use the NCID password reset feature as your first step in gaining access if you need a reset. If you have not used NCID before and your community college creates one for you, you need to reset your temporary password and establish security questions within 14 days or it will be deleted and a new one will need to be created for you.

You will also notice the **new NC E-Procurement logo**, which was designed by one of our team members and selected through a vote of suggested entries. We will be using the new logo throughout NC E-Procurement communications, as we have been doing with these NC E-Procurement Upgrade Go-Live Postcards.

Follow-Up

We sent this postcard to NC E-Procurement community college users, purchasing directors, and finance officers.

Questions about information covered in this Postcard? Send an e-mail to: ephelpdesk@its.nc.gov